

ADMINISTRATIVE - INTERNAL USE ONLY

ORGANIZATIONAL CHANGE  
DIRECTORATE OF ADMINISTRATION

1. The Office of General Administration (OGA) was established on 1 October 1990 in the Directorate of Administration (DA). OGA is responsible for providing comprehensive administrative support to the Agency's mission and for performing Agency-wide protocol functions.

2. One of ten Offices in the DA, OGA is the parent Office for Administrative Generalist (MG) officers. It also includes the Protocol Branch. The Director of General Administration (D/OGA) is the head of the MG Career Service; supervises the Protocol Branch; and represents OGA as a voting member of the DA's Senior Personnel Review Board.

3. Among OGA's basic responsibilities is to develop a capable, versatile cadre of MG officers who have the capacity to serve effectively in a wide variety of administrative support roles both within the U.S. and abroad. A portion of these officers will be developed to assume substantive positions, on a rotational assignment basis, beyond the administrative support field.

4. As the parent office of MG officers, OGA is responsible for all aspects of their career management, including evaluation, training, career development, and counseling.

*Forwarded to*

*RPD; 11 Mar 91.*

TRANSMITTAL SLIP		DATE	12/21/90
TO:			
ROOM NO.		BUILDING	
REMARKS:			
<p>Attached are copies of the latest drafts of both HN 1-14-52 and [REDACTED]</p> <p>Also attached are the only comments made on the proposed notice by the Office of General Counsel.</p> <p>You may recall that one of the matters of contention at the time we suspended action was the organization chart. There are 3 different versions in this package.</p> <p>Please let me know if I can be of any further assistance.</p>			
FROM:			
RPD/DDA			
ROOM NO.	BUILDING	EXTENSION	
1112	Ames		

FORM NO.  
1 FEB 56 241

REPLACES FORM 36-8  
WHICH MAY BE USED.

GPO : 1988 0 - 207-558 (47)

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This Notice Expires 1 February 1991

ORGANIZATION

HN 1-14-52

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DIRECTORATE OF ADMINISTRATION

No Field Counterpart to this HN

*evaluation*  
1. Effective 1 October 1990, the Office of General Administration (OGA) ~~will be established~~ <sup>was</sup> in the Directorate of Administration (DA) to manage the MG (Management Generalist) Career Service by ~~overseeing~~ the professional career development planning, assignments, and counseling service for MG officers. The Director of General Administration will be a voting member on the Senior Personnel Review Board (SPRB) representing OGA. Basic responsibilities will include:

*OGA* a. Overseeing the coordination and operation of the MG Board and all MG personnel evaluation panels.

b. Providing career counseling to MG officers, either at the request of the employee or as recommended by personnel evaluation panels and the board.

*MG* c. Initiating and coordinating new training courses for MG officers at headquarters and overseas, using internal and external resources.

d. Targeting individuals for specific training based on recommendations from evaluation panels and the career board or for developmental needs identified by the officer or the Director of General Administration.

e. Ensuring adequate staffing including recommending experienced MG officers for nontraditional rotational tours of duty.

f. Maintaining contacts with other offices in order to provide rotational opportunities into MG positions for appropriate officers of other Career Services.

g. Maintaining contact with Office of Personnel and Office of Training and Education (OTE) elements involved in recruitment and training of Career Trainees (CTs).

h. Counseling individual CTs and speaking at various training courses and general meetings of CTs. *?*

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i. Providing daily supervision of the Protocol Branch.

j. Representing the Deputy Director for Administration (DDA) in all directorate-wide Employee Review Panel and Personnel Evaluation Board cases.

2. The Career Management Staff (CMS) will continue to be responsible for developing and implementing personnel management and training policies and procedures for the directorate, ensuring that the DA is in compliance with Federal laws, Executive orders, and Agency regulations. In practical terms, this means developing and maintaining evaluation systems, career development programs, foreign language training, and incentive systems. The primary responsibilities of the staff are forecasting the impact of demographic and sociological trends on the DA work force and ensuring that the needs of the directorate are met. The staff is the DA representative and advocate for ensuring that Agency policies take into account the unique requirements of the directorate and, in the absence of needed policies and programs, prompts the appropriate Agency system to address these issues.

a. CMS acts for the DDA in approving all types of personnel and training actions within the DA and in approving the use of nonstaff personnel, including engaging or employing U.S. Government annuitants. The Chief, CMS also serves as:

(1) Secretary to the SPRB, which recommends Senior Intelligence Service promotions.

(2) The OTE referent within the DA to respond to all questions OTE may have pertaining to language training and testing and eligibility for incentive awards, policy, and procedures.

b. The Senior Training Officer (STO) is the principal adviser to the DDA in all training matters within the directorate. The STO/DA serves as the focal point for consultation among DA offices and staffs on training requirements, objectives, courses, and enrollment procedures and office support to training and office-conducted training. Basic responsibilities include:

(1) Preparing studies and recommendations for improvement in training, training standards, and course criteria for DA personnel concerning internal and external training programs.

(2) Serving as the formal channel of communications between DA offices, OTE, and the senior training officers of the other directorates.

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(3) Initiating and coordinating new training courses for DA personnel using both internal and external resources.

(4) Targeting individuals for specific training based on recommendations from offices and staffs or developmental needs identified by the Associate DDA and the DDA.

The STO also serves as the principal staff officer to the DDA on matters pertaining to employee grievances. The DA Grievance Officer is responsible for the implementation of the Agency grievance system in the directorate and for guidance to component grievance officers.

3. The attached organizational chart reflects the above organizational changes.

R. M. Huffstutler  
Deputy Director  
for  
Administration

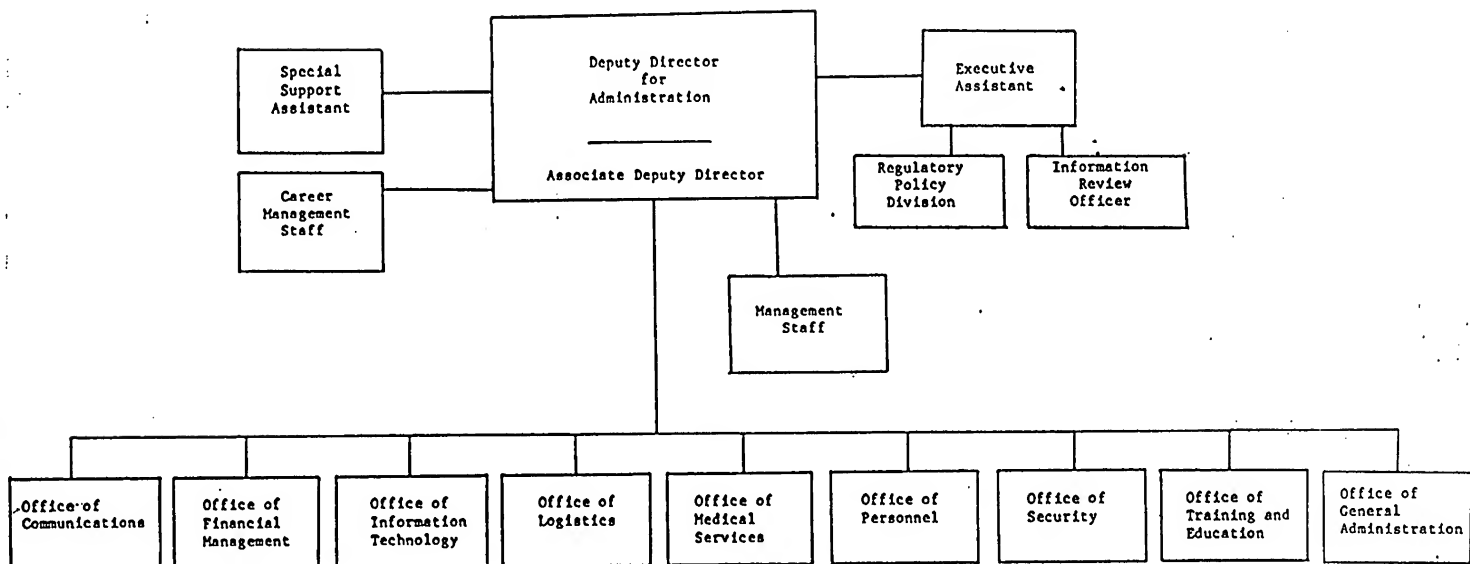
Attachment

DISTRIBUTION: ALL EMPLOYEES (1-6)

N.B. "ALL EMPLOYEES (1-6)" signifies that one copy of an issuance is available for circulation for each six employees within a specific component.

STAT

DIRECTORATE OF ADMINISTRATION



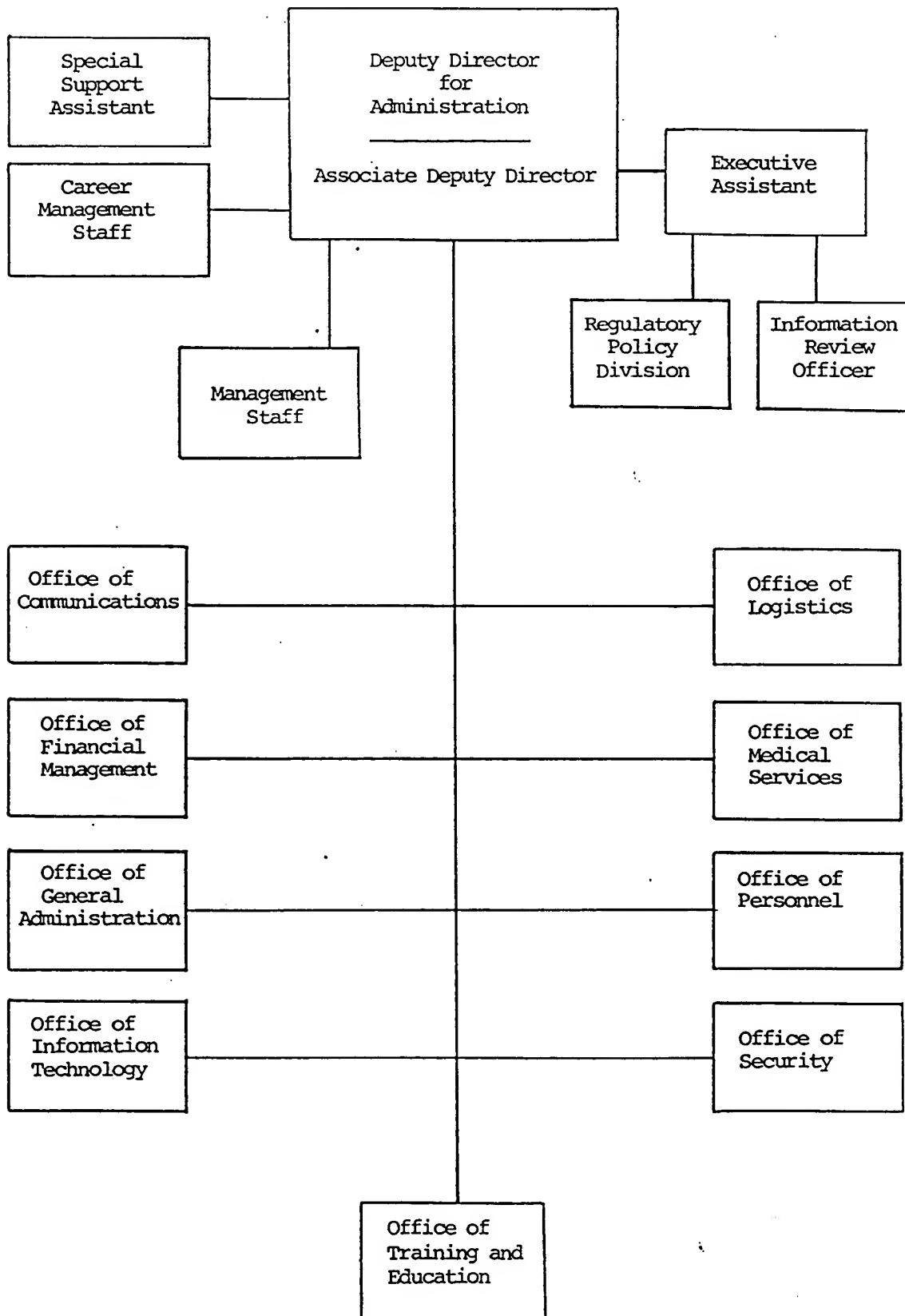
ADMINISTRATIVE - INTERNAL USE ONLY

Attachment to HN 1-14-52

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Attachment to HN 1-14-52

## DIRECTORATE OF ADMINISTRATION



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☐ UNCLASSIFIED☒ INTERNAL  
USE ONLY☐ CONFIDENTIAL☐ SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional) Proposed HN 1-14-52, Organizational Change--Directorate of Administration

FROM:   
Chief, Regulatory Policy Division, DDA  
1112 Ames Building

EXTENSION

NO. DDA\*0927\*90R1

DATE 28 AUG 1990

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/CMS/DDA  
6E22, OHB2. Attn: **RPD FILE COPY  
DO NOT REMOVE**

Attached is a response received from the Office of General Counsel (OGC) on subject proposal.

Please review this response, resolve any differences with OGC, and provide a revised draft of this proposal to RPD for further processing. You may contact RPD editor  (secure) for assistance.

We would appreciate receiving your response, or a status of action being taken, by 11 September 1990.

FORM  
3-62610 USE PREVIOUS  
EDITIONS☐ SECRET☐ CONFIDENTIAL☒ INTERNAL  
USE ONLY☐ UNCLASSIFIED



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DPS

27 AUG 1990

OGC-90-52124  
24 August 1990

MEMORANDUM FOR: Chief, Regulatory Policy Division, DDA  
THROUGH: Chief, Administrative Law Division/OGC *Can*  
FROM:   
Assistant General Counsel  
Administrative Law Division/OGC  
SUBJECT: Proposed HN 1-14-52, Organizational Change--  
Directorate of Administration (DDA-0927-90  
dated 23 July 1990) [General Counsel 90-03262]

1. OGC concurrence in proposed HN 1-14-52 is subject to the following comments:

- ° Revise the first sentence of paragraph 1 to say, "... manage the MG (Management Generalist) Career Subgroup by overseeing career development planning, assignments, and career service counseling for MG officers."
- ° Revise paragraph 1(b) to read, "Providing career development counseling to MG officers, either at the request of the employee or as recommended by personnel evaluation panels and the board, to the extent deemed necessary or appropriate in the discretion of the Director of General Administration or his/her designee."
- ° Revise paragraph 1(d) after "career board" to say, "or based on developmental needs as determined by the Director of General Administration."
- ° In paragraph 1(h), insert "on job-related matters" after "individual CTs."
- ° In paragraph 2, first sentence, delete "ensuring that the DA is."
- ° In paragraph 2(a), first sentence, delete "all types of," and insert after annuitants "(subject to any additional or special approvals that may be required)."

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- In paragraph 2(a)(2) delete the first "OTE"; and change "eligibility for incentive awards, policy, and procedures" to "incentive awards eligibility, policy, and procedures within the directorate."
- With regard to paragraphs 2(a)(2) and 2(b), there may be some ambiguity as to what the division of labor between the Chief, Career Management Staff and the Senior Training Officer is intended to be with respect to language training matters within the DA.
- With respect to the last two sentences of paragraph 2, we note that under [ ] it is the responsibility of the Directorate Grievance Officers to "provide staff support and advice on all grievances within a directorate to their Deputy Directors." The two sentences of draft HN 1-14-52 noted would effectively amend [ ] for the DA by reassigning that responsibility from the DA Grievance Officer to the Senior Training Officer (STO).

2. Please feel free to call me on extension [ ] if you have any questions.



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